



# JOB OPPORTUNITY

DEPARTMENT OF PERSONNEL ADMINISTRATION

**CLASS TITLE:** Staff Personnel Program Analyst (SSM I Level)

|  |                            |                           |                         |
|--|----------------------------|---------------------------|-------------------------|
| <b>SALARY:</b>   | <b>\$4,746 - \$5,726</b>   | <b>POSITION NUMBER:</b>   | <b>363-514-5313-005</b> |
| <b>TENURE*/TIME BASE:</b><br><small>(Example: Permanent/Full-time)</small> | <b>Full-Time/Permanent</b> | <b>FINAL FILING DATE:</b> | <b>August 25, 2006</b>  |

***LOOK! This position is excluded from collective bargaining and receives excluded benefits!***

**DUTIES:**

The successful candidate will be responsible, under the general direction of the General Benefits Team Manager, for administering the State Merit Award Program (MAP) which includes the Employee Suggestion Program, the Medal of Valor Awards Program, Superior/Sustained Accomplishment Award Program, the 25-year Service Award Program, and the Retirement Award Program.

This position plans, organizes and directs one analytical staff in the administration of the MAP. Duties include the review and approval of merit award suggestions and corresponding departmental evaluations and responding to inquiries from the Governor's Office or Members of the Legislature and the Director. Typical assignments include: attending Board Meetings and providing expert advice and consultation, developing outreach and educational programs, developing program regulations, monitoring program utilization and expenditures, analyzing policies and procedures to identify alternative solutions to program designs and business practices, and preparing comprehensive analysis regarding legislative bills affecting the MAP.

Employees of the Department of Personnel Administration are excluded from collective bargaining. Employees receive enhanced benefits and are eligible for the annual leave program and the Consolidated Benefits Program (CoBen).

**DESIRABLE QUALIFICATIONS:**

The Benefits Division is a fast-paced, team environment in which employees respond to rapidly changing priorities and exercise a high degree of tact and self-direction. This position requires experience in benefits administration and/or high-level program planning and operations; knowledge of the MAP, strong analytical, oral and written skills; and the ability to work well with others under pressure. The successful candidate should be highly motivated and able to work in a team atmosphere. Effective presentation skills and excellent PC skills are desirable.

**WHO MAY APPLY:**

Candidates with transfer or list eligibility at the Staff Personnel Program Analyst (SSM I) level may apply. Candidates at the SSM I level must have transfer eligibility. All applications will be screened and only the most qualified will be interviewed.

**SUBMIT APPLICATIONS/RESUMES TO:**

Darlene Schell  
Department of Personnel Administration  
1515 S. Street, North Building, Suite 400  
Sacramento, CA 95814  
916-324-9362

RPA #06-107

(\*Note: Limited Term positions may be converted to permanent status at a later date.)

Telephone relay service for the deaf or hearing impaired, TDD Phone: 1-800-735-2929; voice TDD Phone: 1-800-735-2922

Note: Rank and file employees who accept employment with the Department of Personnel Administration are no longer under the collective bargaining provisions of the Ralph C. Dills Act.

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.